



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-2	Subject: <b>EMPLOYEE TRANSFERS</b>
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	Revision Date: 10/04/01; 03/06/04
Signature: /s/ Ron Alsbury	Effective Date: 6/25/01

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established selection procedures when an employee requests a transfer to a vacant position in another region or district office within the State.

**II. AUTHORITY:**  
*Local 4464 Agreement between the State of Montana and the Montana Federation of Probation and Parole*

**III. DEFINITIONS:**  
 None.

**IV. PROCEDURES:**  
 The controlling factors in the selection of an employee for voluntary transfer within the bargaining unit and within classification series shall be based upon seniority, qualifications and capabilities. *Employee transfer requests will be considered if the employee has completed twelve (12) months of continuous service in an assigned position number. Exceptions can be made on a case-by-case basis recognizing seniority, qualifications and capabilities.* Transfer applications shall include a letter of intent. A resume and a state application is at the employee's option.

**PROCEDURE:**

1. A notice of vacancy is announced by the Department of Corrections indicating the closing date for applicants to apply. The announcement must be posted for ten calendar days. Regional Administrators may move staff from one position to another within an office without opening position to the bargaining unit. Staff can only be moved within the same job classification.
2. A resume and letter of intent requesting transfer is submitted to the Probation & Parole Bureau Chief. State of Montana Application is optional.
3. Selection of employee for transfer is based upon seniority, qualifications and capabilities. Central Office will determine selection.
4. Final decision notification is given to all applicants.

**RESPONSIBILITY:**

- Probation & Parole Bureau Chief
- Probation & Parole Officer
- Probation & Parole Bureau Chief
- Probation & Parole Bureau Chief

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5. Date for transfer confirmed.

P& P Bureau Chief  
Employee  
Regional Administrator

**V. CLOSING:** Questions concerning this procedure shall be directed to the Probation and Parole Bureau Chief, Regional Administrator or designee.